

SECTION 6: BRIDGE PLAN MATERIALS

There are several types of materials that school systems and high schools with students participating in a Bridge plan will have to handle. It will be the local school system's discretion to assign personnel to handle these materials.

The materials that are part of the administration of the Bridge Plan for Academic Validation are:

- Bridge Plan for Academic Validation Student Planner and Agreement (secure documents when completed)
- Project Modules (non-secure documents)
- Project Monitor Guide (non-secure documents)
- Scoring Guide (secure documents)
- Student Project (non-secure)
- Administration Forms (non-secure documents)

Bridge Plan for Academic Validation Student Planner and Agreement

MSDE has made the Bridge Plan for Academic Validation Student Planner and Agreement available electronically to each high school. The Student Planner and Agreement will be considered secure and confidential once student data information is entered. Once completed, the Bridge Plan for Academic Validation Student Planner and Agreement will become part of the students' permanent academic folder.

Project Modules

MSDE has developed project modules for each content expectation area. These project modules have been developed to allow students involved in the Bridge Plan to demonstrate their mastery of skills and knowledge in content areas where the students have been unable to achieve a passing score on the High School Assessment or to achieve a score high enough to use the combined-score option. There are three timelines associated with the project modules:

May 2009

As of May 2009, each curricular area has three project modules in use per content expectation. These project modules were used during the 2008-09 school year, and they will be used for an additional year through summer 2010.

May 2010

New project modules were piloted in the 2009-10 school year and were available to school systems to review in early May. These projects were used for the first time in August 2010 unless the local school system received prior approval to use them in summer school.

May 2011

New project modules were piloted in the 2010-2011 school year, and one new project module per content expectation was available to school systems to review in May 2011. Local school systems will use this new module in each content expectation along with revised projects already available.

Project Monitor Manuals

Project Monitor Manuals contain specific guidelines designed to assist the staff member who assigns modules and monitors the student working through the program. The Project Monitor Manuals have been designed to assist the staff member in the facilitation of a student's project. The timelines for availability, usage, and disposition are the same as for the project modules.

Scoring Documents

MSDE will provide scoring documents to Local Accountability Coordinators or Bridge Plan Coordinators electronically via secure access codes at the same time as the project modules are available. These documents may be used electronically or in hard copy format depending on the preference of the local school system. Local school systems will use these documents as needed; however, these documents are considered secure and must remain so throughout their use. They must also be disposed of after their use. The scoring documents will follow the same availability, use, and disposition schedule as the project modules. MSDE will remove the scoring documents from the secure-access site on the disposition dates.

Student Projects

LEAs have the discretion to allow students to submit completed project modules for scoring or may require student to submit all completed project modules in a content area at one time. Upon submission to the Review Panel, successful projects become the sole property of the local school system. By prior signed agreement, the student and his/her parent/guardian agree that the projects are not returnable and agree not to duplicate the project for distribution.

Unsuccessful student projects may be returned to the student for additional work. The student may choose to revise and re-submit the project for evaluation.

Successful student projects fall into two categories:

1. Those submitted by students without an IEP, 504 Plan, or ELL Plan
2. Those submitted by students with an IEP, 504 Plan, or ELL Plan

For those projects submitted by students without an IEP, 504 Plan or ELL Plan, the local school system must store the project and all related materials until the student graduates. Once a student graduates, for each project, the local school system must only store the "Review Panel Recommendation to the Superintendent" and a copy of the Superintendent's letter to the student indicating that the project was accepted for a period of **one year**. The local school system is responsible for storing all materials and may determine the appropriate storage manner. Projects may be stored electronically by having the project scanned, entered on a PDF file and held on the local database.

For those projects submitted by students with an IEP, all project materials must be stored for five years in accordance with Individuals with Disabilities Education Act (IDEA). The means of storage can be determined by the local school system and can either be by hard copy or electronically.

Until a student graduates, local school systems are required to store all projects submitted, including both successful and unsuccessful projects, as this may be helpful in the event of an appeal.